

# Annex: Request of UNE-EN ISO 14001 Environmental Management

1. General documentation to send along this request:

- Organizational chart of its organization, and in necessary case, the organizational charts of the different centers subject to certification.
- List of documents applicable to the system of management (at least manual and general procedures) with indication of its states of revision/edition and date.
- Situation map of the organization and ways of access.
- Timetable of the organization (office and production).

2. Indicate which of the two following options is chosen for the beginning of the certification process:

Analysis of the documentation of your system in the AENOR INTERNACIONAL offices. In this case, send copy in vigor of its manual and general procedures of the system along the request.

Analysis of the documentation of your system in your facilities.

3. Date estimated for the previous visit: .....

## Request of UNE-EN ISO 14001 + EMAS Regulation

In the case of soliciting the environmental verification of the EMAS Regulation, before planning the audit you will have to have to disposition of the equipment auditor, in addition to the requirements specified previously for the norm UNE-EN ISO 14001, the environmental declaration.

### Particular conditions of this certification:

The signature of this contract implies:

- To accept completely the AENOR General Regulation of Marks of Conformity of Systems of Management, to which the organization has had access previously.
- In order to obtain the certification, the commitment to:
  - Have a documented system (manual, procedures, etc.)
  - Have the system totally implanted since a minimum of three months ago.
  - Have carried out, before the certification audit of AENOR INTERNACIONAL, internal audits for all the referred activities in the present request, as well as a revision of the system by the direction.
  - Have the procedure and registry of the complaints and claims of the parts involved to AENOR INTERNACIONAL disposition, within the scope of the solicited activity.
  - Conserve by a minimum period of three years after the certification, the registries that demonstrate the fulfillment of its technical requirements, except for argued request to AENOR INTERNACIONAL, which will decide on the matter.